

Job Description

Job Title	Site Supervisor L2
Grade	E
Responsible To	Site/Facilities Manager / Support Services Manager / Headteacher / Principal
Staff Manage	Cleaning / Site Staff
Job Family	Site Team
Job Purpose:	<p>To play a key role in maintaining the security, safety, cleanliness and upkeep of all school buildings, grounds and facilities under the direction of the Support Services Manager/Principal/Headteacher to ensure a secure, safe and hygienic environment for all building users.</p> <p>To organise and direct all premises staff, ensuring high standards of cleanliness within the school.</p>
Job Context:	<p>The caretaker and cleaning team as a whole are responsible for maintaining high standards of cleanliness and maintenance of equipment and buildings throughout the school.</p> <p>The post is required to work with tools, cleaning equipment and products which contain chemicals, but the necessary protective clothing will be provided. Also required to work outdoors in all weathers to ensure the school premises is safe.</p>
Accountabilities / Main Responsibilities	
Operational Issues	<ul style="list-style-type: none"> • To ensure the security of the building and site, undertaking daily security checks, • Act as a designated key holder, providing response to emergency calls. • Locking and unlocking of buildings at pre-determined times • To ensure outside areas are safe / clean, kept free from litter, debris, leaves and that there is safe access to the building during adverse weather conditions e.g. snow. • Receive deliveries to the site and undertake general portering duties whilst on site to include moving furniture & equipment on site • To support the maintenance of the building by checking and replacing light fittings, undertaking minor repairs (not requiring a contractor) of a range of equipment and buildings • To assist with cleaning duties as required • Collect and assemble waste for collection • To monitor the operation of all premises-related mechanical, electrical, heating and water systems and other plant, including the recording of meter readings/returns as required and ensuring adequate fuel supplies. To take appropriate action to ensure and monitor proper safe levels of lighting, heating and ventilation. • To undertake the operation and periodic checking of the fire alarm system • To ensure that all fire extinguishers are in working order and that hoses and fire blankets are in a usable condition, and to arrange the prompt repair/replacement of faulty equipment. • Arrange emergency repairs and deal with problems as they arise
Communications	<ul style="list-style-type: none"> • Communicate effectively with other members of staff within the school. • Liaise with contractors on the site and check clearances
Resource Management	<ul style="list-style-type: none"> • Line Manages the cleaning and caretaking staff within the school, including recruitment, induction, training, coordination of work and performance management • To participate in the training and development and performance management processes within the school • Store equipment and products safely and securely

	<ul style="list-style-type: none"> • Carry out inspections on buildings to identify faults/hazards • Supervise the work of contractors on site • Handles small amounts of petty cash for purchasing materials to carry out repairs • Order, stock control and store cleaning and caretaking equipment and products safely and securely
Safeguarding	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate • Know about data protection issues in the context of your role. • Maintain confidentiality as appropriate • Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.
Systems and Information	<ul style="list-style-type: none"> • To fulfil the necessary administrative tasks associated with the responsibilities of the post.
Data Protection	<ul style="list-style-type: none"> • To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment. • Perform duties in line with health & safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. • Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> • Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. • Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager. • Permanent & significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures
Customer Service	<ul style="list-style-type: none"> • The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • Understand your own role and its limits, and the importance of providing care or support.

Person Specification

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	Essential	Desirable (if not attained, development may be provided for successful candidate)
Knowledge		
<ul style="list-style-type: none"> Working knowledge of health and safety procedures and regulations, e.g. COSHH Good literacy and numeracy skills Ability to use tools for making minor repairs Knowledge of moving and handling procedures 		
Experience		
<ul style="list-style-type: none"> Experience of undertaking general cleaning and caretaking duties Experience of carrying out repairs and maintaining equipment Supervisory experience 		<ul style="list-style-type: none"> Experience of working as part of a team Line Management experience
Occupational Skills		
<ul style="list-style-type: none"> Able to work with minimum supervision. Ability to use own initiative Problem solving skills Self-motivated Punctuality Flexible approach Attention to detail Ability to manage time effectively to complete tasks to a high level. Ability to work both alone and within a team to achieve specified standards Good verbal communication skills Ability to motivate a team of staff 		
Qualifications		
		<ul style="list-style-type: none"> Appropriate first aid training (<i>dependant on the school's needs</i>)
Other Requirements		
<ul style="list-style-type: none"> Enhanced DBS clearance Ability to carry out general caretaking and cleaning duties as detailed in the Job Description. Ability and availability to work outside of core hours 		